**Checklist MoU – Motorcycle use**

In the context of the use of motorcycles (owned by AAH) by a partner, it is important to supervise this aspect through the MoU set up between the two organizations.

Here are some points to keep in mind to help you address this framing:

1. Quantity and duration

a. How many motorcycles will AAH make available?

b. For how long?

1. Security management
   1. Does the partner have the means to ensure the safety of employees using the motorcycles?
   2. Does the partner have a budget to purchase safety-related equipment?
      1. If this is not the case, how do we ensure the availability of this equipment for users?
   3. Does the Partner plan to insure the motorcycle fleet provided?
   4. Is there any mention of the minimum mandatory documentation?
      1. User's driver's license?
      2. Contract of insurance of the fleet by the partner
   5. Is it mentioned that the use of the motorcycles is to be done only during work hours and for program-related activities?
   6. Will there be any movement tracking in place?
2. Fuel management
3. Who is responsible for purchasing the fuel?
   * 1. If AAH, is there a maximum amount per week/month?
4. Will a log book be put in place?
5. Maintenance management
6. Who is responsible for the maintenance of the motorcycles?
7. If AAH, is there a maximum amount per week/month?
8. Documentation
9. Does the partner have adequate documentation to support the use of the motorcycles within their organization?
10. Does the partner need support from AAH regarding documentation?
11. Does the partner need support from AAH in training the employees?
12. End of project
13. What happens to the motorcycles at the end date of the MoU?
14. Is a transmission of the follow-up documentation regarding the motorcycles (LogBook, etc.) planned?